

Copiers

In fulfilling academic requirements, students will be required to copy papers, articles and books. Copiers are provided for this purpose. Two are located in the library, and are intended primarily for copy of library materials. Copiers are also located on the second and third decks of Hewitt Hall near the elevators, on the second and third decks of Mahan Hall, and in the computer room near the Café. Other copiers throughout the building may be available to students at certain times. If copiers are not working, please notify the Dean of Students Office immediately so the authorized repair technician may be called. Please do not attempt repairs yourself.

Students should minimize their photocopying, and take advantage of the "2-sided" feature available on copiers. Copiers are to be used only for official business. If more than 15 copies of an item are needed, the personnel in Printing and Distribution Branch, Room CB-203, should be consulted.

Students must also be aware of the restrictions on making photocopies of copyrighted materials. Generally, a copyright does not restrict a scholar from taking notes by photocopy for his own use. However, infringement or violations of copyright law may occur when multiple copies of copyrighted materials are made. A full discussion of this topic is given in NWCINST 5600.1.

Computers

Wired computing. Availability of computers for student use is limited. If you desire to bring your personal computer into the College you must first register it with the Security Office. Personal computers cannot be connected to the NWC networks except through a wireless connection.

There are computers available at all times for student use in Rooms H-105, in the 2nd deck Hewitt student cube area, and in the Computer Training Room, H-305, when computer classes are not in session. There are additional student computers in the Mahan Hall student cube areas. The computers in these areas are for use by all students, and as such you should not save anything onto the C:/ drive. You must provide your own diskettes or zip disks.

Except during course examinations, computer support personnel do not man the student computer rooms. Service for computers, in each of the computer rooms, can be obtained Monday through Friday, from 0700 to 1700 by dialing 841-4900 for the Help Desk or by contacting the Student Support Technician in H-210. Protecting yourself and your work by saving your work often and backing-up your diskettes/ files routinely, will eliminate loss of valuable data. Reminder: **Back up, back up, back up.**

Wireless computing. NWC has installed a wireless network for the convenience of the students in Hewitt Hall. Mahan Hall is also scheduled for a